Simple scenario Purchase Order   MS Dynamics NAV 2018w1

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Date	:	21.10.2020

Reason	:	Orientation in the MS Dynamics NAV 2018. Material helping to understand basic purchase principles
For	:	**MPH_AOPR**,
		BPH_PIS1 and MPH_RIOP for summer term 2019 (if required)
Used database	:	MS Dynamics NAV 2018 W1 (British one) – RTS (role tailored client)
		MS Dynamics NAV 2018 Czech – RTS
Used abbreviations	:	Q=question, G/L=General Ledger, Simple Scenario = SS,
		PWP=Power-Point. PO-Purchase Order
Accompanying material:		Introduction MS Dynamics Purchase NAV RTC 20201021

This material is very useful for better understanding of Purchase Order creation.

1. Go to menu **Departments** (down the menu) - **>Purchase - > Order Processing (**main part of the screen**) ->List->Vendors.** You will see the list of all Vendors used in our ERP system
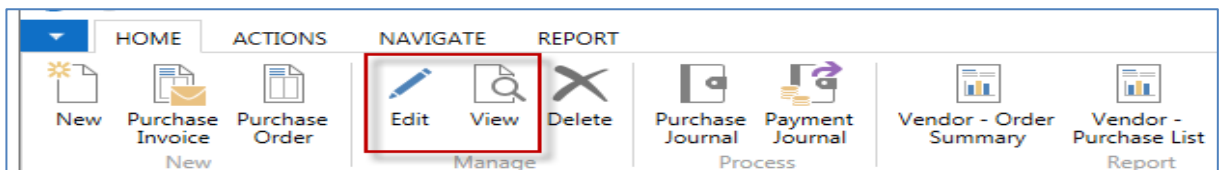

2. You can move up and down cursor by arrows or even mouse clicks. To go to the first Vendor record, you can use Ctrl-Home and vice- versa to the end of the list by Ctrl-End. These rules are valid for all kinds of the list in the ERP system

3. You see on the left-hand side Vendor statistics (Balance and other fields)

4. Click on figure Balance, and you will see all document already issued by all users

Posting Date	Document Type	Document No.	External Docume...	Vendor No.	Description	Original Amount	Amount	Remaining Amount	Remaining Amt. (LCY)	Due Date
31.12.2018	*Invoice*	*5578*	5578	10000	Opening Entries, Vendors	-24 156,97	-24 156,97	-24 156,97	-24 156,97	*18.1.2019*
31.12.2018	*Invoice*	*5672*	5672	10000	Opening Entries, Vendors	-57 976,72	-57 976,72	-57 976,72	-57 976,72	*19.1.2019*
2.1.2019	*Invoice*	*108026*	23047	10000	Order 106002	-8 132,00	-8 132,00	-8 132,00	-8 132,00	*31.1.2019*
5.1.2019	*Invoice*	*108027*	23587	10000	Order 106003	-8 245,76	-8 245,76	-8 245,76	-8 245,76	*31.1.2019*
16.1.2019	*Invoice*	*108031*	24521	10000	Order 106006	-15 846,00	-15 846,00	-15 846,00	-15 846,00	*31.1.2019*
24.1.2019	*Invoice*	*108036*	B1	10000	Order 106024	-1 218,75	-1 218,75	-1 218,75	-1 218,75	*31.1.2019*
1.3.2019	*Invoice*	*108041*	20190201	10000	Order 106025	-2 250,00	-2 250,00	-2 250,00	-2 250,00	*31.3.2019*
1.4.2019	Invoice	108042	20190401	10000	Order 106027	-5 250,00	-5 250,00	-5 250,00	-5 250,00	30.4.2019
1.4.2019	Invoice	108043	MIKI_0987654	10000	Invoice 1005	-1 468,75	-1 468,75	-1 468,75	-1 468,75	30.4.2019
1.4.2019	Invoice	108045	MIKI776	10000	Order 106029	-250 000,00	-250 000,00	-250 000,00	-250 000,00	30.4.2019
1.4.2019	Invoice	108046	WWWWWW	10000	Order 106030	-77 000,00	-77 000,00	-77 000,00	-77 000,00	30.4.2019

5. Go back to list by key ESC.
6. Open one chosen Vendor card by icon Edit (or View)

Investigate some other most essential Tabs of Vendor Card such as Payment Terms Code, Currency code, and language.

7. Go back by ESC and go to the searching window (upper right corner) and write there Item and "jump" to list of items.

No.	Description	Assem... BOM	Base Unit of Measure	Cost is ...	Unit Cost	Unit Price	Vendor No.	Search Description	Bloc...	Product Group ...	Item Categor...	Assembly Policy	Item Track
1000	Bicycle	No	PCS	☐	350,594	4 000,00		BICYCLE	☐			Assemble-...	
1001	Touring Bicycle	No	PCS	☑	350,594	4 000,00		TOURING ...	☐			Assemble-...	
1100	Front Wheel	No	PCS	☐	129,671	1 000,00	20000	FRONT W...	☐			Assemble-...	
1110	Rim	No	PCS	☑	1,05	0,00	01587796	RIM	☐			Assemble-...	
1120	Spokes	No	PCS	☑	2,00	0,00	01587796	SPOKES	☐			Assemble-...	
1150	Front Hub	No	PCS	☑	12,441	500,00		FRONT HUB	☐			Assemble-...	
1151	Axle Front Wheel	No	PCS	☑	0,45	0,00	32456123	AXLE FRO...	☐			Assemble-...	
1155	Socket Front	No	PCS	☑	0,77	0,00	32456123	SOCKET F...	☐			Assemble-...	

Item Details - Invoici...

Item No.:	1000
Costing Method:	Standard
Cost is Adjusted:	No
Cost is Posted to ...	Yes
Standard Cost:	350,594
Unit Cost:	350,594
Overhead Rate:	0,00
Indirect Cost %:	0
Last Direct Cost:	0,00
Profit %:	91,23515
Unit Price:	4 000,00

Item Details - Planni...

8. By use of the filter, the engine goes to the Item 1932 – Berlin chair. How to do so? In the upper part of the list, you have filter pane where you can choose what kind of filter you would like to use. In our case we know, that item number is 1932, but we do not know if there is any other character of the number after 1932, so you put there * to saying to filter engine, that it could be any character or number after it. Character * represents a wildcard.

No.	Description	Assem... BOM	Base Unit of Measure	Cost is ...	Unit Cost	Unit Price	Vendor No.	Search Description	Bloc...	Product Group ...	Item Categor...	Assembly Policy	Item Trackin
1936-S	BERLIN Guest Chair, yellow	No	PCS	☐	97,50	125,10	20000	BERLIN GU...	☐			Assemble-...	

9. Open this item card in the same way as you already did in the Vendor list area. (Icons Edit or View)

1936-S · BERLIN Guest Chair, yellow

General

No.:	1936-S	...	Inventory:	139
Description:	BERLIN Guest Chair, ...		Qty. on Purch. Order:	0
Base Unit of Measure:	PCS		Qty. on Prod. Order:	0
Assembly BOM:	No		Qty. on Component Lines:	0
Shelf No.:	D8		Qty. on Sales Order:	23
Automatic Ext. Texts:	☐		Qty. on Service Order:	0
Created From Nonstock Item:	☐		Qty. on Job Order:	0
Item Category Code:			Blocked:	☐
Product Group Code:			Last Date Modified:	24.8.2017
Service Item Group:			Stockout Warning:	Default (Yes)
Search Description:	BERLIN GUEST CHAI...		Prevent Negative Inventory:	Default (No)

∨ Show more fields

Here you see how much do we have in this very moment in our stock (Inventory field) and how many of this item is in our case (database) already ordered (but not delivered so far).

See next Invoicing Tab, where you can see the cost of the item and its Unit price as well.

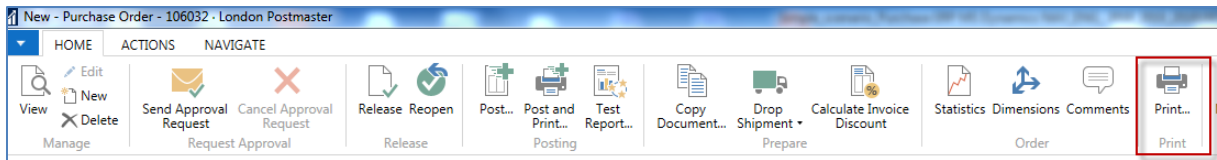After investigating all procedures, press ESC and got to clause 10.

10. Go to menu **Departments** (down the menu) **->Purchase ->Order Processing->List->Purchase Orders** and you will see a list of existing Purchase orders which were issued previously but not posted (ordered items but not delivered so far). Click on Icon NE (upper left corner). By use of mouse of key F4 enter your chosen Vendor number to the header of our new Purchase Order and confirm your choice by key ENTER. You will get the header of our newly created document:

11. Below Purchase Order header you could see so far empty PO line, where you have to specify what do you want to order (Type=Item, Number is 1936-S, stock location= Blue and quantity= 10)

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measur...	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Line Discount %	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced
Item	1936-S	BERLIN Guest Chair, yellow	BLUE	10		PCS	97,50	975,00		10		10	

By use of the icon on the picture in above preview your document

12. The vendor will get this document by post or e-mail. After the expected delivery time, you will get ten chairs and two documents (Delivery list and Purchase Invoice) issued by your Vendor. Enter any alphanumeric string (e.g., ABC123) to the header of PO to the field Vendor invoice number (marked by orange *¨)

106032 · London Postmaster

General

Buy-from Vendor No.:	10000		Document Date:	1.4.2019
Buy-from Contact No.:	CT000072		Quote No.:	
Buy-from Vendor Name:	London Postmaster		Vendor Order No.:	
Buy-from Address:	10 North Lake Avenue		Vendor Shipment No.:	
Buy-from Address 2:			Vendor Invoice No.:	ABC123
Buy-from Post Code:	N12 5XY		Order Address Code:	
Buy-from City:	London		Purchaser Code:	RL
Buy-from Contact:	Mrs. Carol Philips		Responsibility Center:	LONDON
No. of Archived Versions:	0		Assigned User ID:	
Posting Date:	1.4.2019		Job Queue Status:	
Order Date:	1.4.2019		Status:	Open

13. Next significant action is Posting this document to the system. Use either icon Post or Key **F9**. The result will be visible in stock (one item ledger entry with ten chairs), Vendor entry (new invoice (our payables) and in G/L.
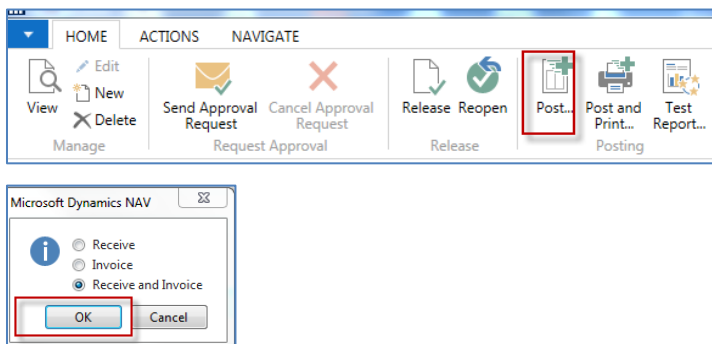
14. Item ledger entry (go to the searching window, write down Item, go to the list of items, find item 1936-S (the same procedure used in clause 8) and see entries by **Ctrl-F7** or icon Entries :
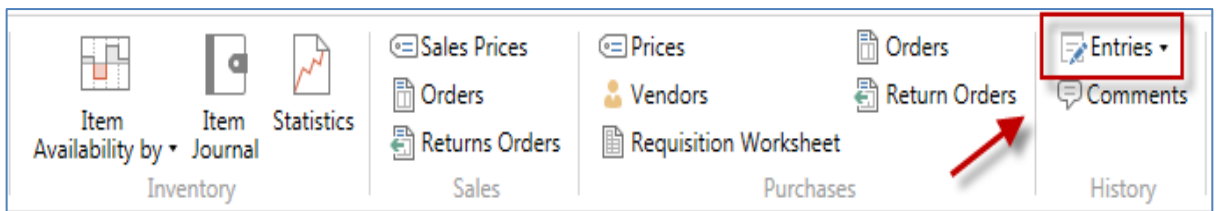
Item ledger entries:

Posting Date	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remai... Quant...	Sales Amount (Actual)	Cost Amount (Actual)	Cost Amount (Non-Invtbl.)	Open	Order Type	Entry No.	Lo
24.1.2019	Purchase	Purchase Receipt	107037	1936-S		BLUE	10	10	0	0,00	975,00	0,00	☐		333	
1.4.2019	Purchase		T00001	1936-S		BLUE	22	22	15	0,00	2 145,00	0,00	☑		360	
1.4.2019	Purchase		T00003	1936-S		BLUE	22	22	22	0,00	2 145,00	0,00	☑		368	
1.4.2019	Purchase	Purchase Receipt	107049	1936-S		BLUE	10	10	10	0,00	975,00	0,00	☑		383	

6

15. Go to menu **Departments** (down the menu) - **>Purchase ->Order Processing (**main part of the screen**) ->List->Vendors.** You will see the list of all Vendors used in our ERP system

16. Find Vendor 10000 and make key combination **Ctrl-F7** to get Vendor ledger entries

Vendor Ledger Entries ▾

Posting Date	Document Type	Document No.	External Docume...	Vendor No.	Description	Original Amount	Amount	Remaining Amount	Remaining Amt. (LCY)	Due Date	Pmt. Discou...	Pmt. Disc. Toleranc...	Original Pmt. Disc. Possible	Remaining Pmt. Disc. Possible	Max. Payment Tolerance	Open
1.4.2019	Invoice	108042	20190401	10000	Order 106027	-5 250,00	-5 250,00	-5 250,00	-5 250,00	30.4.2019	1.4.2019	1.4.2019	0,00	0,00	0,00	☑
1.4.2019	Invoice	108043	MIKI_0987654	10000	Invoice 1005	-1 468,75	-1 468,75	-1 468,75	-1 468,75	30.4.2019	1.4.2019	1.4.2019	0,00	0,00	0,00	☑
1.4.2019	Invoice	108045	MIKI776	10000	Order 106029	-250 000,00	-250 000,00	-250 000,00	-250 000,00	30.4.2019	1.4.2019	1.4.2019	0,00	0,00	0,00	☑
1.4.2019	Invoice	108046	WWWWWW	10000	Order 106030	-77 000,00	-77 000,00	-77 000,00	-77 000,00	30.4.2019	1.4.2019	1.4.2019	0,00	0,00	0,00	☑
1.4.2019	Invoice	108047	2222222	10000	Order 106031	0,00	0,00	0,00	0,00	30.4.2019	1.4.2019	1.4.2019	0,00	0,00	0,00	☐
1.4.2019	Invoice	108048	ABC123	10000	Order 106032	-1 218,75	-1 218,75	-1 218,75	-1 218,75	30.4.2019	1.4.2019	1.4.2019	0,00	0,00	0,00	☑

17. From there, we can show you how the Navigate function works. So you find icon Navigate an click on it
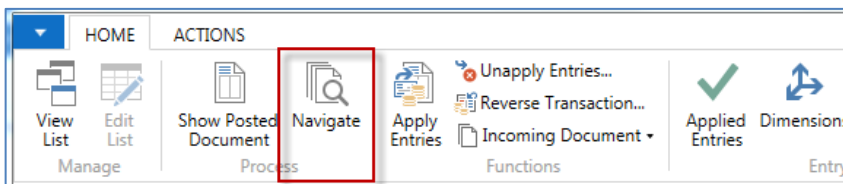
moreover, you will get a picture from where you can see all likely impacts of posting PO.

18. To see document use icon Show related entries. To see G/L transactions (Entries) use the same icon.

Moreover, General Ledger entries

NAV syntax of amount: if positive sign then **Debit side** or Debtor side if negative, then **Credit side** or Creditors

1218,75 = 975,99+243,75